



REVENUE SHARING PROGRAM APPLICATIONS FOR CALENDAR YEAR 2021 FUNDING IN FISCAL YEARS 2027 AND 2028

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Today's Agenda

- **Overview of the Revenue Sharing Program**
- **Overview of the Smart Portal Pre-Application and Full Application Process**
- **Changes to the Application – What's New**
- **Helpful Hints for the Application Process**

POLLING QUESTION #1

Revenue Sharing funds are: (choose the best answer)

- A. State Funds**
- B. Federal Funds**
- C. Mix of State and Federal Funds**
- D. All of the above**

Program Overview

The Revenue Sharing Program provides additional funding for use by a county, city, or town to construct, reconstruct, improve or maintain the highway systems within such county, city, or town and for eligible rural additions in certain counties of the Commonwealth. Locality funds are matched, dollar for dollar, with state funds, with statutory limitations on the amount of state funds authorized per locality.

The Revenue Sharing Program is intended to provide funding for new projects or to supplement funding for existing projects. Larger new projects may also be considered, provided the locality identifies any additional funding needed to fully fund the project.

Program Overview

- **Biennial application cycle**
- **\$5M = Maximum locality application per fiscal year**
- **\$10M = Maximum allocation (cumulative) per project**
- **Priority Tiers**
 - **Priority 1 are construction projects that have previously received Revenue Sharing funding**
 - **Priority 2 are construction projects that meet a transportation need identified in the Statewide Transportation Plan (VTRANS) or projects that will be in a locality's capital plan**
 - **Priority 3 are projects that address deficient pavement resurfacing and bridge rehabilitation.**
 - Maintenance type projects are limited to \$2.5M maximum per fiscal year
 - **Priority 4 are projects that don't fall into the other priorities but are otherwise eligible projects**

Calendar Year 2021 Application – What's New

➤ Overview

- **Incorporated Delivery/Funding Pearl**
 - Finance information incorporated into the new Delivery/Funding Pearl
- **Clearer requirements on each Pearl**
 - Priority choices easier to understand. Prompts will appear for next information required
- **Update to required attachments**
 - No attachments required on Pre App. Resolution, cost estimate, CIP documentation (Priority 2 is selected) and Maintenance Analysis required on Full App
- **Comments required on some pearls**

Calendar Year 2021 Pre-Application

- **Purpose of the pre-application is to help define the project within the parameters of funding priority, selection criteria, and eligibility**
- **Work with your local VDOT contact to:**
 - Identify the needed improvements
 - Develop a well-defined scope
 - Develop an estimated project cost
 - Develop the schedule based on when funding is available
 - Make sure your project is viable and eligible for Revenue Sharing funding and is ready to begin, once funding is allocated
- **A good pre-application will make sure your application moves on**

Calendar Year 2021 Pre-Application

- **Pre-Applications should be developed and worked on during the “rolling submission” period, May 17 – July 1, to be considered for funding for FY 2027 and/or FY 2028**
- **Changes can be made on the pre-application until it is submitted by the deadline.**
- **It’s important to have accurate information before submitting your pre-application**

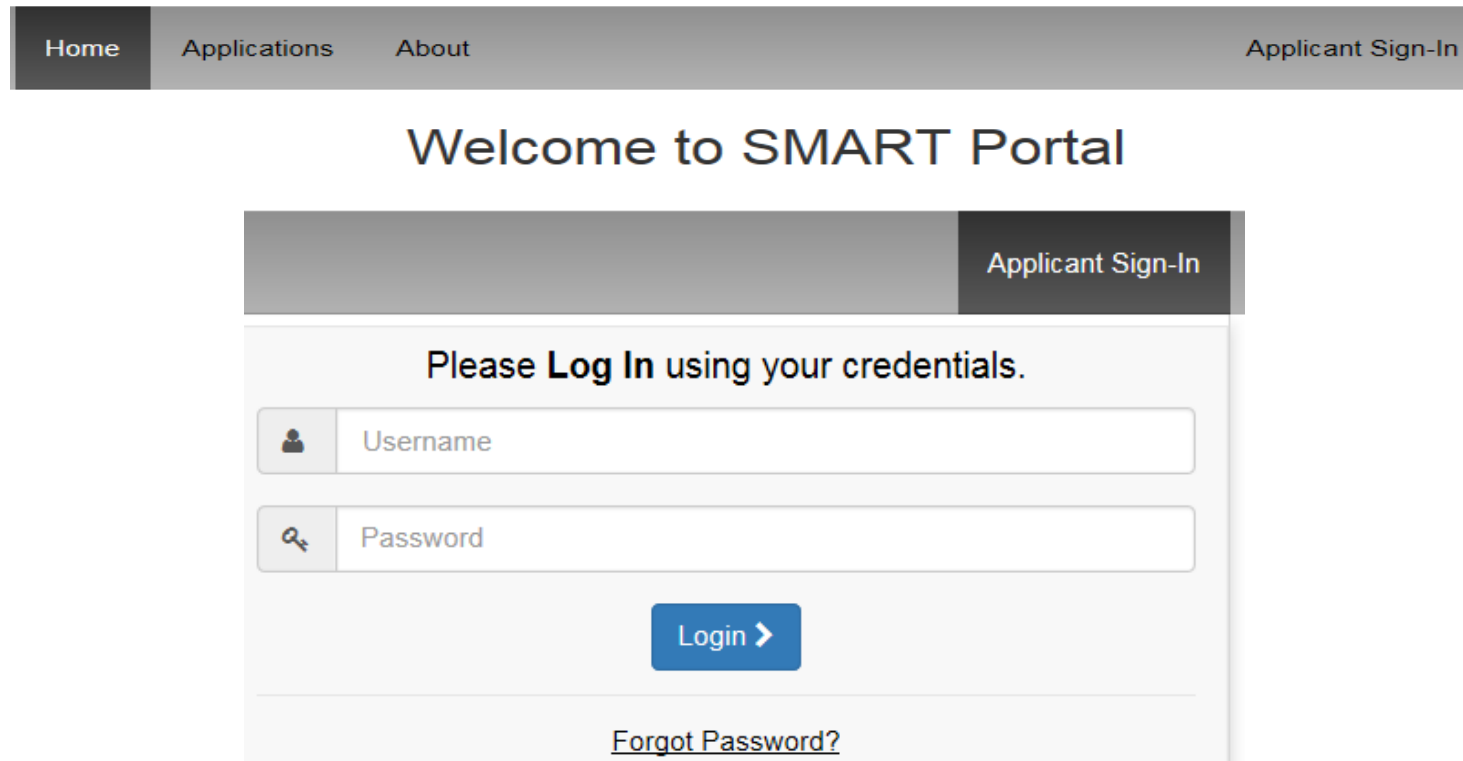
DEADLINE FOR PRE-APPLICATION SUBMISSION

JULY 1, 2021 – 5PM

There will be no exceptions!!

Submitting a Pre-Application or Full Application

You must already have an established account in order to log on. If you don't please contact your district Smart Portal Coordinator



The screenshot displays the SMART Portal login interface. At the top, a navigation bar includes links for Home, Applications, About, and Applicant Sign-In. The main heading reads 'Welcome to SMART Portal'. Below this, a dark grey bar contains the 'Applicant Sign-In' link. The central area prompts the user to 'Please Log In using your credentials.' and features two input fields: 'Username' (with a person icon) and 'Password' (with a key icon). A blue 'Login >' button is positioned below the fields. At the bottom, a link for 'Forgot Password?' is provided.

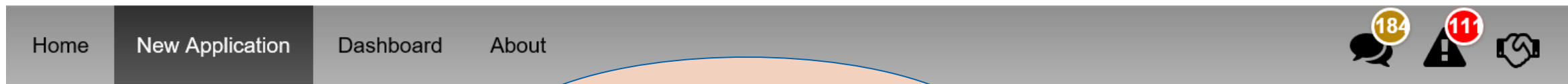
Smart Portal Revenue Sharing Application



Welcome to SMART Portal



Revenue Sharing – Smart Portal Pre Application



New Application

Select a program below to begin a new application.

Program

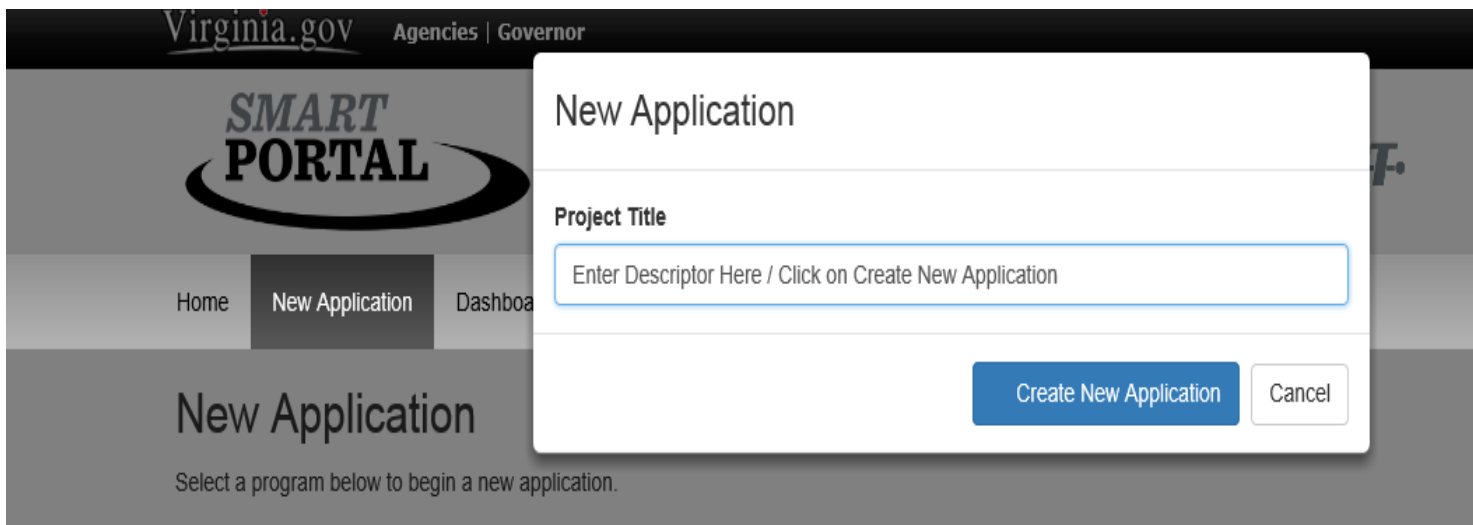
Revenue Sharing Pre-Application 2023



Use Previous Application

Select the Revenue Sharing Program from the drop down box. Note the Fiscal Year 2023 is the year the project will be added to the Six Year Improvement Program if selected for funding in FY's 2027 and/or 2028.

+ Create New Application



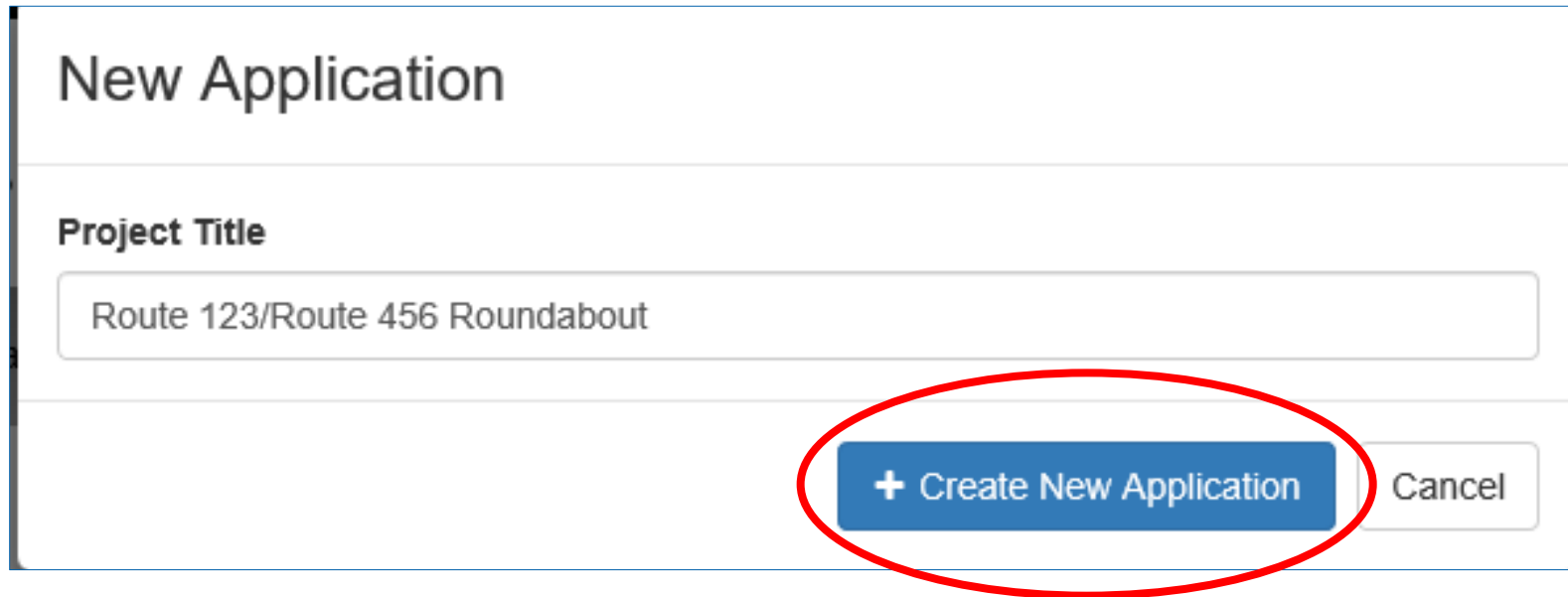
After clicking the New Application Button, the Project Title box will appear. Use a title that describes the project for easy identification when editing or reviewing for the full application later.

POLLING QUESTION #2

Choose the most appropriate Project Title.

- A. Route 123 Intersection Improvement**
- B. Windy Road Project**
- C. Rt. 123/Rt. 456 Roundabout**
- D. Right Turn Lane Improvement**

Revenue Sharing – Smart Portal Pre Application



The screenshot shows a web form titled "New Application". It has a section labeled "Project Title" with a text input field containing "Route 123/Route 456 Roundabout". At the bottom right of the form, there are two buttons: a blue button with a white plus icon and the text "+ Create New Application", and a white button with a grey border and the text "Cancel". A red oval is drawn around the blue button.

After adding the Project Title click the Create New Application Button

Viewing Revenue Sharing 2023 Pre-Application

Route 123/Route 456 Roundabout

Project Status: Pending


Organization: VDOT

Project ID: 9795-Pre

Created: 04/09/2021 @ 1:49PM by Yolanda Newton
Last Updated: 04/09/2021 @ 1:49PM by Yolanda Newton

 Edit Pre-Application

 Print Version

 Save as PDF



General



Location



Delivery/Funding



Supporting
Documents

After creating the new application this screen will appear. Note a Project ID has been assigned and the Status is Pending.

Revenue Sharing – Smart Portal Pre Application

Editing Revenue Sharing 2023 Pre-Application

Route 123/Route 456 Roundabout



Project Status: Pending

Organization: VDOT

Project ID: 9795-Pre

Created: 04/09/2021 @ 1:49PM by Yolanda Newton

Last Updated: 04/09/2021 @ 1:49PM by Yolanda Newton

← View Pre-Application



General



Location



Delivery/Funding



Supporting Documents

Project Information

Project Title * ⓘ

Route 123/Route 456 Roundabout

Local Road Name, if available

Project Short Description *

(250 character maximum)

This field is required

Locality *

— Select Locality —

This field is required

Locality's Ranking * ⓘ

This field is required

Project Type * ⓘ

— Select Project Type —

This field is required

Route # ⓘ

Revenue Sharing – Smart Portal Pre Application

Priority Selection Criteria

Priority 1

In order to meet the Priority 1 selection criterion, this project must have received a prior Revenue Sharing allocation through the application procedure. Is this request expected to meet Priority 1?

- ☐ Yes
- ☐ No

Priority 2

This project will be identified specifically by name in the locality's approved Capital Improvement plan (CIP). Is this request anticipated to meet the CIP Priority 2 selection criterion? If yes, appropriate CIP documentation will be provided in the full application submission.



- ☐ Yes
- ☐ No

In order to meet Priority 2 selection criteria, this project can be shown to meet a transportation need identified in CTB's Statewide Transportation Plan (VTrans). Provide reference to the project work identified in VTrans and explanation of how this requested project pertains to VTrans. Is this request anticipated to meet the VTrans Priority 2 selection criterion?



- ☐ Yes
- ☐ No

Priority 3

In order to meet Priority 3 selection criterion, the project work will be documented to be for pavement resurfacing or bridge rehabilitation where the maintenance analysis determines the infrastructure does not meet the Department's performance guidelines. Is this request expected to meet and will be shown to meet the Priority 3 selection criterion? If yes, appropriate documentation must accompany the full application submission.



- ☐ Yes
- ☐ No

 Save Application and Continue

 Review Submission Readiness



Next

Revenue Sharing – Smart Portal Pre Application

Priority Selection Criteria

Priority 1

In order to meet the Priority 1 selection criterion, this project must have received a prior Revenue Sharing allocation through the application procedure. Is this request expected to meet Priority 1? *

- ☒ Yes
☐ No

If "Yes", indicate Fiscal Year(s) * 

This field is required

State Project Number * 

This field is required

Project UPC Number * 

This field is required

CIP and VTRANS documentation is not required for Priority 1

Revenue Sharing – Smart Portal Pre Application

Priority 2

This project will be identified specifically by name in the locality's approved Capital Improvement plan (CIP). Is this request anticipated to meet the CIP Priority 2 selection criterion? If yes, appropriate CIP documentation will be provided in the full application submission.



- ☒ Yes
☐ No

In order to meet Priority 2 selection criteria, this project can be shown to meet a transportation need identified in CTB's Statewide Transportation Plan (VTrans). Provide reference to the project work identified in VTrans and explanation of how this requested project pertains to VTrans. Is this request anticipated to meet the VTrans Priority 2 selection criterion?



- ☒ Yes
☐ No

Justification

required|

^ Scroll to

Revenue Sharing – Smart Portal Pre Application

Priority 3

In order to meet Priority 3 selection criterion, the project work will be documented to be for pavement resurfacing or bridge rehabilitation where the maintenance analysis determines the infrastructure does not meet the Department's performance guidelines. Is this request expected to meet and will be shown to meet the Priority 3 selection criterion? If yes, appropriate documentation must accompany the full application submission.



☒ Yes

☐ No

Revenue Sharing – Smart Portal Pre Application

 Save Application and Continue

 Review Submission Readiness



Next

Revenue Sharing – Smart Portal Pre Application

Editing Revenue Sharing 2023 Pre-Application

Route 1234 Round About

Project Status: Pending

Organization: VDOT

Project ID: 9776-Pre


Created: 04/07/2021 @ 3:25PM by Yolanda Newton
Last Updated: 04/07/2021 @ 3:25PM by Yolanda Newton

[View Pre-Application](#)

[General](#) [Location](#) [Delivery/Funding](#) [Supporting Documents](#)

Length miles From To

Drawing Project Area...
The first step in mapping your application is to draw one or more project areas.
To draw a project area, single click on the map to drop each corner of your shape. To finish drawing your shape, double click on the last corner and the shape will close.
You can add multiple shapes if your project affects multiple areas.
[Start Drawing](#)



[Project Areas](#) [Summary](#)

Areas Served
Based on project area the geographic information below will populate.

[Districts Served](#) [MPOs Served](#) [PDCs Served](#) [Jurisdictions Served](#)

[Previous](#) [Save Application and Continue](#) [Review Submission Readiness](#) [Next](#)

Revenue Sharing – Smart Portal Pre Application

Drawing Project Area... ✖

The first step in mapping your application is to draw one or more project areas.

To draw a project area, single click on the map to drop each corner of your shape. To finish drawing your shape, double click on the last corner and the shape will close.

You can add multiple shapes if your project affects multiple areas.

[Start Drawing](#)

Drawing Project Area...

Click on the map where you want your shape to start.

[Cancel](#)

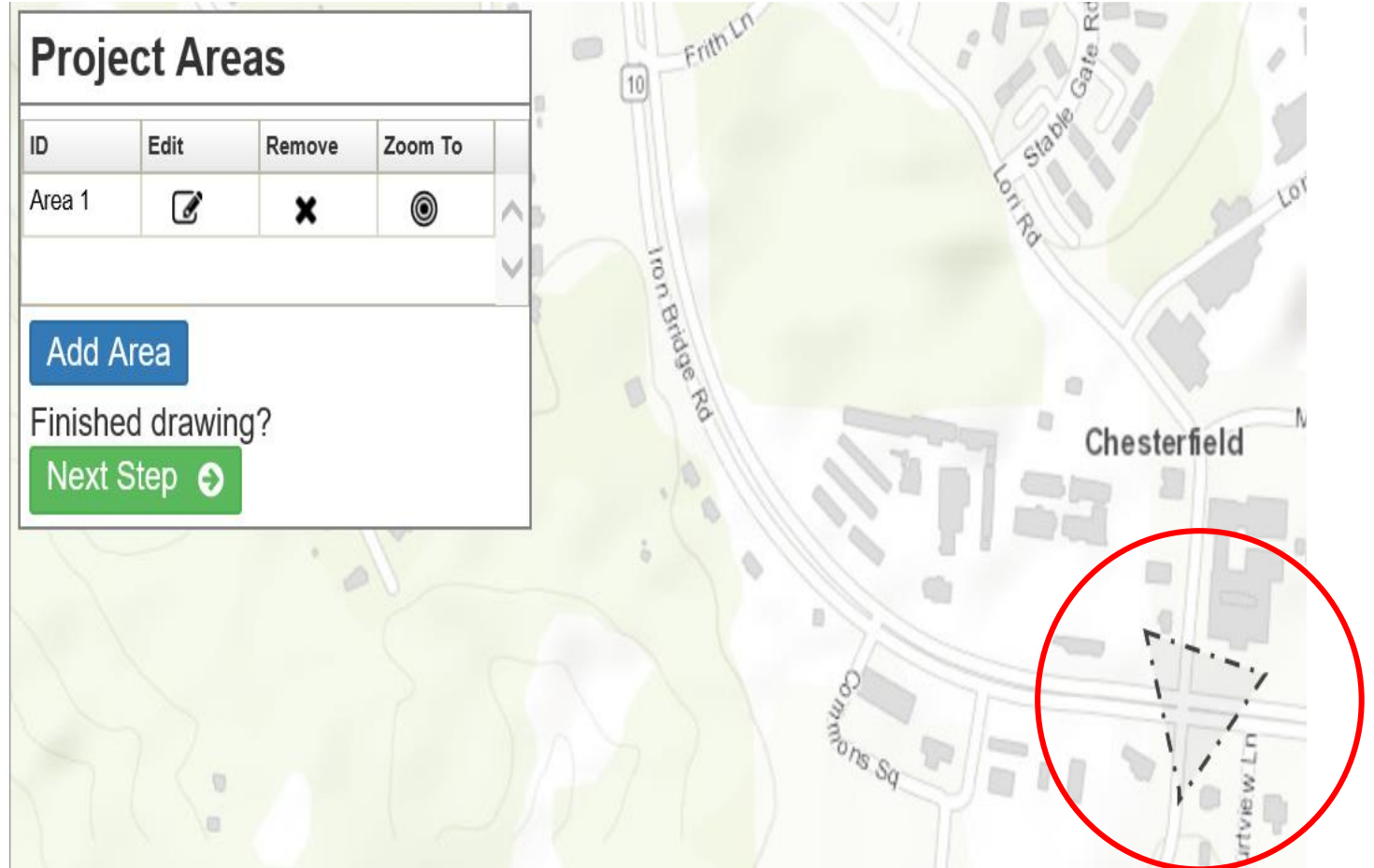
Project Areas

ID	Edit	Remove	Zoom To
Area 1			

[Add Area](#)

Finished drawing?

[Next Step](#) 



Revenue Sharing – Smart Portal Pre Application

The screenshot displays the 'Smart Portal Pre Application' interface. At the top, there are four tabs: 'General', 'Location' (selected), 'Delivery/Funding', and 'Supporting Documents'. Below the tabs, there are three input fields: 'Length' (with a unit dropdown set to 'miles'), 'From', and 'To'. These three fields are circled in red. Below the input fields is a map showing a street grid. A dashed line is drawn on the map, indicating a route. The map includes labels for streets such as 'IRON BRIDGE RD', 'COMMONS PLZ', 'BEACH RD', 'COURTVIEW LN', and 'WAGNERS WAY'. On the right side of the map, there are several icons for map navigation: a compass, a map icon, a search icon, a home icon, a 'G' icon, and a 'V' icon. At the bottom right of the map, there are zoom in (+) and zoom out (-) buttons.

Revenue Sharing – Smart Portal Pre Application

Editing Revenue Sharing 2023 Pre-Application

Route 1234 Round About

Project Status: Pending

Organization: VDOT

Project ID: 9776-Pre

Created: 04/07/2021 @ 3:25PM by Yolanda Newton
Last Updated: 04/07/2021 @ 3:25PM by Yolanda Newton

← View Pre-Application



General



Location



Delivery/Funding



Supporting Documents

Phase Estimate and Schedule

Please provide project phase schedule and cost estimate information. ⓘ

Phase Milestone
PE (Survey, Environmental, Design)

Status ⓘ
-- Choose Option --

Phase Milestone
RW (Right of Way and Easement Acquisition, Utility Relocation)

Status ⓘ
-- Choose Option --

Phase Milestone
CN (Construction, Oversight, Contingencies)

Status ⓘ
-- Choose Option --

Total Cost Estimate ⓘ
\$0

+ Add Project Phase

Status Dropdown Selections

- Not Needed
- Not Started
- Underway
- Complete

Revenue Sharing – Smart Portal Pre Application



General



Location



Delivery/Funding



Supporting
Documents

Phase Estimate and Schedule

Please provide project phase schedule and cost estimate information. [i](#)

[+ Add Project Phase](#)

Phase Milestone

PE (Survey, Environmental, Design)

Status [i](#)

Not Started



Base Cost Estimate

\$ 1000

Risks/Contingency/Unknowns [i](#)

10%



Start Date [i](#)

2021-04-30



Phase Estimate + Contingency + Inflation [i](#)

\$1,100

Revenue Sharing – Smart Portal Pre Application

Project Funding Sources

This application is for projects to be included in the FY23 SYIP cycle. Funding is not anticipated to be received until FY27/28. For construction type projects, an eligible locality is limited to \$10M (total); if more than \$5M entered, applicant is reminded that locality is limited to \$5M per year. For maintenance type projects, an eligible locality is limited to \$5M (total); if more than \$2.5M entered, applicant is reminded that locality is limited to \$2.5M per year.

SYIP Allocations

Provide Existing Project VDOT UPC(s) or DRPT Project Number(s), if applicable

Add SYIP Allocations

SYIP Allocations

Remove

Project UPC/DRPT/ID

UPC Type

-- Select UPC Type --

UPC Description

VDOT / DRPT (\$)

Total SYIP Allocations

Other Committed Funds

RS local match should not be listed here and will be calculated below

Add Other Committed Funds

Other Committed Funds

Remove

Other Funds Committed to Project

Description of Fund Type

Amount

Total Other Committed Funds

UPC Type Dropdown

- Donor
- Project

Other Funds Committed to Project

- Local/Regional Funding not in SYP
- County Taxes/Bond Rev
- HRTAC
- NVTAC
- RSTP
- RS
- CMAQ
- PROFFERS
- In Kind
- Utility Betterments
- Other

POLLING QUESTION #3

If an application (project) is not fully funded you can submit the application and complete the funding at a later date.

A. True

B. False

Revenue Sharing – Smart Portal Pre Application

Project Financial Information

Total SYIP Allocations

Total Other Committed Funds

Cost to Complete

Total Cost Estimate

Total VDOT Revenue Sharing (state) matching funds anticipated to be requested with this project application for FY2023-2024

\$

Total Locality Revenue Sharing matching funds anticipated with this project application for FY2023-FY2024



Previous

 Save Application and Continue

 Review Submission Readiness



Next

Revenue Sharing – Smart Portal Pre Application

Editing Revenue Sharing 2023 Pre-Application

Route 1234 Round About

Project Status: Pending
Organization: VDOT
Project ID: 9776-Pre

Created: 04/07/2021 @ 3:25PM by Yolanda Newton
Last Updated: 04/07/2021 @ 3:25PM by Yolanda Newton

← View Pre-Application



General



Location



Delivery/Funding



Supporting Documents

The Resolution of Support, Detailed Cost Estimate, and if applicable the CIP will be required with the full application.

📎 Upload an Attachment

Description/File Name:

Attachment Type:

🔄 Clear Filters

No Attachments



Previous

💾 Save Application and Continue

🔍 Review Submission Readiness

Revenue Sharing – Smart Portal Pre Application

 Save Application and Continue

 Review Submission Readiness

 Save and Submit Application

CALENDAR YEAR 2021 FULL APPLICATION CYCLE:

- Smart Portal open August 16 thru October 1
- Requests are for two fiscal years
- Applications submitted in odd years for funding available in the last two fiscal years of the SYP
- Calendar Year 2021 applications are anticipated to be funded in fiscal years 2027 and 2028
- Can request funds for just one or both fiscal years and should be based on your schedule dates
- The priority established will be the same in both years of application cycle
- In order to meet desired priority, documentation to meet that priority must be uploaded with the full application prior to portal closure

Revenue Sharing – Smart Portal Full Application

7480	Route 678/123 Roundabout	Pending	2023	04/19/2021 @ 3:36PM	0	≡
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Home New Application Dashboard About

   Yolanda Newton ▾

Organization: Shenandoah County

Project ID: 7480

Created: 04/19/2021 @ 3:36PM by Yolanda Newton

Last Updated: 04/19/2021 @ 3:36PM by Yolanda Newton

 Edit Application

 Print Version

 Save as PDF



General



Location



Delivery/Funding



Supporting Documents

POLLING QUESTION #4

Which documents are required to be uploaded to ALL full applications? Pick all that apply.

- A. Detailed Cost Estimate**
- B. CIP Documentation**
- C. Resolution of Support**
- D. Maintenance Analysis**
- E. VTRANS Documentation**
- F. All of the Above**

Revenue Sharing – Smart Portal Full Application

Remaining Required Document Uploads


Please upload a document of type Resolution of Support


Please upload a document of type Detailed Cost Estimate


Please upload a document of type Capital Improvement Plan

The Supporting Documents pearl requires a Resolution of Support, a Detailed Cost Estimate and the CIP if Priority 2 is selected

Revenue Sharing – Smart Portal Full Application

 Save Application and Continue




 Review Submission Readiness

 Save and Submit Application

After all information is added to the application, click the Review Submission Readiness button. If there are no errors the Save and Submit Button will become available.

Revenue Sharing – Smart Portal Full Application

[Home](#) [New Application](#) [Dashboard](#) [About](#)

   [Yolanda Newton ▾](#)

Viewing Revenue Sharing 2023 Application

Route 678/123 Roundabout

Project Status: **Submitted**

Organization: Chesterfield County

Project ID: 7480

Created: 04/19/2021 @ 9:36PM by Yolanda Newton
Submitted: 04/20/2021 @ 1:34PM by Yolanda Newton
Last Updated: 04/20/2021 @ 1:34PM by Yolanda Newton

[Print Version](#) [Save as PDF](#) [Unsubmit Revenue Sharing Application](#)

The project status will change to Submitted if the application was submitted successfully. The application may be unsubmitted until the application period closes on October 1st

Tips for a Good Application – Well Defined Scope

- **Discuss planned work with local VDOT office to ensure the work is eligible under the program**
 - Are the termini logical?
 - Can project stand on it's own? (Independent facility)
 - Project meets a transportation need
 - Ineligible items have been addressed
 - ADA items have been addressed

Tips for a Good Application - Estimate/Funding/Schedule

➤ Detailed estimate

- Estimate includes charges for VDOT oversight
- Estimate includes a contingency for the “unknown” and a CEI budget

➤ Funding

- Locality has required funds/match to begin project
- Locality is aware of their requirements if funding is not sufficient
- Financial needs for the project have been addressed prior to application submittal.

➤ Schedule

- Locality has set a realistic schedule to bring project to completion in a timely manner
- Account for time needed to complete all parts of the project including getting the agreement signed, authorizations, plan reviews

Tips for a Good Application – Proper Documents

➤ Resolution

- Each application must be accompanied by an approved resolution supporting the application

➤ Detailed Cost Estimate

- Required with each application

➤ Maintenance Analysis

- Applications that reference VTRANS should be coordinated with and will be reviewed by the local VDOT representative during the application validation

➤ CIP

- Should identify the project location

➤ VTRANS

- Applications that reference VTRANS should be coordinated with and will be reviewed by the local VDOT representative during the application validation

Tips for a Good Application – Final Thoughts

- **Managing expectations early will assist in project being delivered on time and on budget**
- **Enlist the help of your local VDOT office early on.....**
- **We are here to help!**
- **Remember the deadline – October 1, 2021 – 5PM**
- **All documentation MUST be included with application by the deadline**
- **VDOT wants you to be SUCCESSFUL!**

Calendar Year 2021 Application Timeline Overview

Pre application opens May 17, 2021

Pre application closes July 1, 2021 @ 5:00 pm (no exceptions)

Full application opens August 16, 2021

Full application closes October 1, 2021 @ 5:00pm (no exceptions)

VDOT District Contacts

District	Representative	Phone Number	Email Address
Bristol District	Amy Frye	276-696-3270	Amy.Frye@VDOT.Virginia.gov
Culpeper District	Greg Banks	540-829-7550	Gregory.Banks@VDOT.Virginia.gov
Fredericksburg District	Susan Gardner	540-899-4103	Susan.Gardner@VDOT.Virginia.gov
Hampton Roads District	Sonya Hallums Ponton	757-956-3091	Sonya.Hallums-Ponton@VDOT.Virginia.gov
Lynchburg District	Jay Brown	434-856-8246	Jay.Brown@VDOT.Virginia.gov
Northern Virginia District	Carol Bondurant	703-259-2955	Carol.Bondurant@VDOT.Virginia.gov
Richmond District	Larry Hagin	804-605-5329	Larry.Hagin@VDOT.Virginia.gov
Salem District	Jay Guy	540-387-5247	James.Guy@VDOT.virginia.gov
Staunton District	Michael Branscome	540-332-2377	Michael.Branscome@VDOT.Virginia.gov

VDOT Central Office Contacts

Central Office Local Assistance Contacts:

Revenue Sharing Program Manager: Michele Piccolomini (804) 786-9125

Michele.Piccolomini@VDOTVirginia.gov

Revenue Sharing Section Manager: Yolanda Newton (804) 786-0334

Yolanda.Newton@VDOT.Virginia.gov

Assistant Director: Penny Forrest (804) 786-9810

Penny.Forrest@VDOT.Virginia.gov

QUESTIONS?